

20 JUN 1974

MEMORANDUM FOR: Administrative Officer, DCI  
Special Support Assistant to the DD/M&S  
Deputy for Administration, DDI  
Executive Officer to the DD/M&S  
Chief, Administrative Support Staff, DD/S&T

SUBJECT : Use of the Rendezvous Room

1. This memorandum provides, for your information, general guidance on the use of the Rendezvous Room for retirement parties and similar social events.

2. The Rendezvous Room is operated by Government Services, Incorporated (GSI), and all requests for the use of the room should be directed to the GSI Manager on extension  The following rules apply to the use of the Rendezvous Room:

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a. The room is available each work day, after 1500 hours, except on those Fridays which are followed by official holidays on the next Monday.

b. Requests must be placed at least 3 working days prior to the proposed date of the activity, and orders for food must be placed 36 hours before the time of the activity.

c. The requestor must deposit \$35 with the GSI Manager prior to the activity to cover costs of room preparation and cleanup. This charge is in addition to any food purchased through GSI.

d. For those wishing to bring their own food, utensils and dishes may be rented from GSI at a small fee.

e. Due to health regulations, GSI cannot store foods purchased or prepared outside its own facilities.

f. In keeping with Agency policy, alcoholic beverages may be served in the Rendezvous Room only at functions sponsored by Executive Dining Room (EDR) members and catered by EDR personnel.

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Moreover, EDR personnel will cater events in the Rendezvous Room only when the number of guests is expected to exceed 125 persons, i.e., the capacity of the EDR. Arrangements for all such events must be made with the EDR Administrative Assistant on extension

3. Please make the information contained in this memorandum available to all Support and Administrative Officers who would normally arrange social events of the type discussed.



Chief, ~~Logistics Services~~ Division, OL

cc: GSI Manager